

SIX MONTH COURSE ON PUBLIC ADMINISTRATION AND MANAGEMENT SKILLS

About ASCI



The Administrative Staff College of India (ASCI) is a premier institution with a legacy of over seven decades, specialising in providing high-quality training and education in public administration and management. Established in 1956 at the initiative of the Government of India and renowned public administrators, ASCI has consistently been at the forefront of shaping leadership skills and fostering strategic thinking among its participants. ASCI boasts a distinguished faculty comprising experts in public administration, management, and related fields, many of whom have held significant

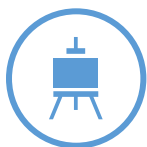
positions in government, academia, and industry. The institution's commitment to excellence is evident in its collaborations with national and international organisations, facilitating the exchange of knowledge and best practices. With state-of-the-art facilities, a robust curriculum, and a proven track record of nurturing leaders, ASCI is a credible and trusted entity well-equipped to conduct the proposed six-month course on Public Administration and Management Skills.

ASCI's credentials to conduct this course are further underscored by its successful execution of similar programs tailored for diverse professional backgrounds. The institution's alumni, holding key positions across government, private, and non-profit sectors, attest to the effectiveness of ASCI's training methodologies. Moreover, ASCI has a commendable history of designing and implementing analogous programs, leveraging its expertise to ensure the seamless transition of participants into new career trajectories. The institution's continuous engagement with cutting-edge research and its responsiveness to evolving challenges in the field of public administration reinforce its status as a dynamic and forward-thinking institution. The proposed course draws on ASCI's wealth of experience, combining theoretical insights with practical applications, to prepare armed forces officers for a seamless transition into civilian roles. The fact that ASCI has successfully undertaken and executed similar programs in the past highlights its capacity and commitment to delivering impactful training experiences. This, in turn, positions ASCI as an ideal partner in supporting the Directorate General of Resettlement's mission of aiding armed forces personnel in their post-retirement career endeavours.

Introduction to the Course

The course seeks to bridge the gap between military and civilian professional environments by offering a robust public administration and management skills curriculum. This endeavour aligns with ASCI's commitment to providing high-quality education and training to individuals seeking career transitions.

ASCI has conceptualised this course intending to be a flagship programme supporting the Directorate General of Resettlement's mission to facilitate a smooth transition for retiring armed forces officers. We believe that this initiative will contribute significantly to participants' personal and professional growth, preparing them for successful careers in the civilian sector.



OBJECTIVES

ENHANCE
participant's understanding of public administration principles and practices **01**

DEVELOP
management skills required for effective leadership in civilian organizations **02**

03 **PROVIDE**
insights into the job market and equip participants with tools for a successful career transition

04 **FOSTER**
a network of like-minded individuals and experts in the civilian sector



ENVISAGED OUTCOMES

01

Demonstrate a comprehensive understanding of public administration concepts

Possess advanced management skills essential for leadership roles in civilian organizations

02

03

Be well-versed in current trends and challenges in the civilian job market

Establish a network of professionals to facilitate career opportunities

04



COURSE OUTLINE



01

Introduction to Public Administration (4 sessions)
Government Structure (4 sessions)
Policy Analysis (4 sessions)
Public Finance (6 sessions)

**Public Administration
Fundamentals
(18 Sessions, 4 Weeks)**

**Management and Leadership
(24 Sessions, 5 Weeks)**

Organizational Behavior (4 sessions)
Leadership Styles (4 sessions)
Strategic Management (6 sessions)
Change Management (4 sessions)
Team Dynamics (6 sessions)



02

03

Introduction to Public Policy (4 sessions)
Sustainable Development Goals (4 sessions)
Climate Change Policies and Governance (4 sessions)
Technology Integration in Government (4 sessions)
Data Security and Governance (4 sessions)

**Public Policy, SDGs, Climate
Change & Technology in
Government
(20 Sessions, 4 Weeks)**

**Civilian Job Market Insights
(18 Sessions, 4 Weeks)**

Career Transition Strategies (4 sessions)
Resume Building and Interview Skills (4 sessions)
Industry Research (6 sessions)
Entrepreneurship Opportunities (4 sessions)



04

05

Project Planning (6 sessions)
Risk Management (4 sessions)
Resource Allocation (6 sessions)
Monitoring & Evaluation (8 sessions)

**Project Management & Execution
(24 Sessions, 5 Weeks)**

**Long Term Project Module
(Concurrent, 24 Sessions)**

Project Selection and Proposal (6 sessions)
Mentorship and Guidance (8 sessions)
Implementation & Progress Review (8 sessions)
Final Presentation & Documentation (2 sessions)



06

HIGHLIGHTS



CAPSTONE PROJECT

The long-term project runs concurrently throughout the course, with milestones aligned to the other modules. Participants will have dedicated sessions for project-related activities while applying principles learned in real time.

GUEST LECTURES & WORKSHOPS

Industry leaders and retired armed forces personnel will be invited for guest lectures and workshops, totaling ten sessions throughout the course.

Course Highlights

NETWORKING EVENTS

Monthly networking events, totaling 6 sessions, will facilitate interaction among participants and professionals from various sectors.

FIELD VISITS

Two field visits will be organised, each lasting a full day, providing practical exposure and networking opportunities.

Continuous Assessment: Regular assessments, quizzes, and group projects are distributed across all modules to ensure continuous learning and engagement.



BATCH SIZE

The minimum batch size for the programme is set at 30 officials.

DURATION



The programme is structured over six months, with the duration of 24 weeks starting from 02 Dec 2024 to 16 May 2025, consisting of classes conducted five days a week. Each day will consist of three academic sessions of 90 minutes each, along with one project/activity-

BENCHMARKING

Our curriculum is benchmarked against programmes from prestigious institutions like the Indian Institute of Management (IIM) and other renowned international programmes for serving armed forces officers



FACULTY

Course Director

Dr. Harsh Sharma, PhD, is a distinguished academician, consultant, and researcher with over 25 years of experience in public policy and administration. Currently serving as the Director of the Centre for Public Policy, Governance and Performance at the Administrative Staff College of India (ASCI) in Hyderabad, he oversees strategic direction, programme execution, and administration. Dr. Sharma has a robust track record of leading research teams and collaborating with various stakeholders, including government departments, private sector organizations, and international bodies, to drive impactful policy changes and organizational transformations. He has led numerous research projects, conducted executive training programmes, and published extensively on topics such as development policy, human resources, and innovation management. Dr. Sharma holds a PhD in Human Resource Management and has pursued advanced certifications in global governance, management, negotiation, and leadership training. He has contributed significantly to academic development through curriculum design, publication of research papers, and participation in international conferences focused on sustainable development goals and global governance.

Core Faculty

ASCI has on its rolls, a complement of about 35 inter-disciplinary faculty members, who have well-rounded (academic and industry) experience in wide range of disciplines and domains. The faculties of ASCI are engaged in the affairs of the world, shaping public policy, advising governments, and driving major public policy decision making. The faculties for this programme are drawn from the pool of highly accomplished ASCI faculties which is an eclectic mix of distinguished professionals in their respective fields who bring in their experience and perspective to the classroom and make it a dynamic, rooted in real-time learning experience. An indicative list of the eminent faculties is given at the end.

Guest Speakers

ASCI has enduring relationships with some of India's most renowned leaders in public policy, governance and business—many of whom will be invited to speak during the programme to share their experiences in particular sectors. These inspiring sessions will give participants first hand insights into policy making and into the critical challenges faced by the government and corporates. It will ensure an enriching learning experience for the participants and a chance for them to interact closely with the distinguished academics, politicians, bureaucrats and business experts, complementing their rigorous course curriculum.



Dr. N Ramesh Kumar
Director General



Dr. Harsh Sharma
Professor & Centre
Director-Public Policy,
Governance &
Performance and -
Human Resource Devt.
(Addl. Charge)



Dr. Nirmalya Bagchi
Director, Centre for
Management Studies
Director, PGDM.



Prof. V. Srinivas Chary
Professor & Centre
Director-Environment,
UG, Infrastructure



Dr. Valli Manickam
Dean, Centre Director-
Innovation & Technology



Prof. Raj Kiran V
Bilolikar
Associate Professor &
Centre Director-Energy



Dr. Madhusoodanan PR
Associate Professor &
Centre Director-Finance



Prof. J. Swarnalathaa
Associate Professor &
Centre Director-Marketing



Dr. Subodh Kandamuthan
Dean, Professor & Centre
Director-Healthcare



Prof. BVN Sachendra
Professor and Dean-
Training Programmes



Dr. Tanusree
Chakraborty
Assistant Professor



Prof. Venkata K Emani
Assistant Professor



Dr. Gutha Jaya Krishna
Assistant Professor



Dr. Mohd. Mujahed Ali
Assistant Professor



Dr. Karnak Roy
Assistant Professor

FACILITIES

Two Campuses



Raj Bhavan Road, Bella Vista,
Khairatabad, Hyderabad



College Park Campus, Road No. 3,
Banjara Hills, Hyderabad

Air-conditioned Hostels



Wi-fi enabled Conference Rooms

Fully Equipped Library



Contact



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